

COMMUNICATIONS/MARKETING OFFICER FULL TIME

Position Summary:

Reporting to the Chief Executive Officer, this position is responsible for the coordination and implementation of all of SaskFilm's communications and marketing activities.

For a detailed position description, please see attached.

Qualifications:

The successful candidate will have:

- Excellent communications skills
- Demonstrated research, analytical and organizational skills.
- Demonstrated ability to perform under pressure while coordinating multi-tasks to meet stringent deadlines.
- Ability to work independently and cooperatively with others in a team environment to establish, build and maintain positive working relationships and ensure stringent deadlines, goals and objectives are met.
- Possession of a sound knowledge of the functions, activities and guidelines of SaskFilm and the Saskatchewan film and television industry would be an asset.

Education and Related Experience:

The Communications/Marketing Officer will possess a combination of:

- Experience in business administration or communications, or relevant experience in a funding agency.
- Bachelor's degree in English, Communications, Business Administration or other relevant field.

Forward resume by June 17, 2010 to:

Human Resources
SaskFilm
1831 College Avenue
Regina, Saskatchewan
S4P 4V5

SASKFILM COMMUNICATIONS/MARKETING OFFICER JOB DESCRIPTION

Scope: Reporting to the Chief Executive Officer, this position develops, plans, implements and evaluates communications and marketing strategies for the Corporation.

Duties and Responsibilities:

1. Plans, implements and evaluates communications and marketing strategies for key issues, programs and initiatives of the Corporation.
2. Researches and writes news and feature articles, newsletters, brochures, print advertisements, publications, speeches and news releases as required.
3. Prepares reports, statistics and other information for the corporation as required.
4. Plans, implements and evaluates web site content and ensures the Corporation's websites are kept up to date. Works with technical personnel.
5. Oversees all stages of communications projects including working with designers and printers.
6. Arranges all print advertisements for the Corporation and arranges for appropriate ad placement.
7. Anticipates media and stakeholder reaction and works with SaskFilm's program officers to prepare the CEO for addressing questions of concern.
8. Coordinates and attends special events, prepares speeches, news releases and coordinates the invitation process.
9. Liaises with industry organizations and community stakeholders regarding joint ventures and common issues.
10. Ensures that all communications and marketing materials and events are consistent with SaskFilm's corporate identity and messaging.
11. Ensures the development and update of all contact lists including producers, industry and media.
12. Other duties as assigned by management.

Knowledge and Skills:

1. Ability to clearly and concisely compose correspondence, reports and manuals to request or provide information.
2. Strong oral communication skills.
3. Demonstrated research, analytical and organizational skills.
4. Ability to identify, design and contribute to the development of new ideas and approaches that will improve work processes and systems.
5. Ability to work independently and cooperatively with others in a team environment to establish, build and maintain positive working relationships and ensures stringent deadlines, goals and objectives are met.
6. Ability to continuously plan, prioritize and organize a large volume of tasks and projects.
7. Possess a sound knowledge of the functions, activities and guidelines of SaskFilm and the Saskatchewan film and television industry.

Education and Related Experience:

The Communications/Marketing Officer will possess a combination of:

1. Experience in business administration or communications, or relevant experience in a funding agency.
2. Bachelor's degree in English, Communications, Business Administration or other relevant field.